



DETAILED MINISTRY DESCRIPTION

*Living God's Word,
Sharing God's Love*

Finance Committee Member

Finance Committee Vision

Develop and manage a sound budget system in order to provide the required financial support to carry out the mission of Lexington United Methodist Church. Conduct all financial decisions with the knowledge that the spirituality of all is our primary concern.

Title

Finance Committee Member.

Purpose

The finance committee proposes, perfects, and manages the finance system for the congregation of LUMC. The finance system is the processes of raising, managing, and dispersing the finances so that the mission and vision of the congregation can be achieved.

Responsible to

Chair of Finance, Church Council and Charge Conference.

Description of duties

- Become familiar with the Vision and Mission statements of the church. Help to insure that all goals and objectives of the Finance Committee are focused on these statements.
- Attend all called meetings of the Finance Committee and provide input on agenda items.
- As requested by the Finance Chair, volunteer to assist with activities associated with compiling the annual budget.
- Be prepared to attend Church Council meetings and provide a financial report if the Finance Chair is unable to attend.

Budget Responsibilities

Assist the Finance Chair as directed in assembling the annual budget for the church.

Annual Charge Conference Attendance

The annual Charge Conference meeting is an important connectional meeting between our church and the conference. You should make every effort to attend this meeting. If your position requires that you report to the Charge Conference, make preparations for this report well ahead of the meeting date.

Time requirements

- Attend meetings of the Finance Committee.
- Average time requirement will be 1 to 2 hours per month. During the budget process, the time required will be higher.

Term

Three years.

Training and resources

- [The United Methodist Book of Discipline](#) - ¶258.4.
- Cokesbury Guidelines: [Finance](#)– An electronic copy is available on the LUMC Equipping Ministry webpage.
- Minutes of previous Finance meeting minutes.
- Be familiar with programs and training offered through the Annual Conference.
- Be familiar with the components of the annual budget of LUMC.

Background Check

Not required for this position.

Ministry Description Updates

It is your responsibility to review this ministry description at least once each year for changes and updates. The Leader Orientation Meeting that is held in January is a good time to do this. You are also responsible for updating the ministry description for your team members if one is available. Your team members should provide input for those updates.

Qualifications, skills, and gifts

- A personal and growing relationship with Christ.
- On a personal spiritual journey.
- Possess one more of the following spiritual gifts:
 - Administration (D)
 - Faith (D)
 - Giving (D)

* R - Required; D - Desirable

Benefits to the Servant

Taking an active part in ensuring sound financial management practices are being used by the Finance Committee.